Table of Contents

Introduction

This manual is intended to help guide you through Student Vote Day at your school. On the following pages, you will find suggestions on how to coordinate the vote.

There are several possible methods for running Student Vote Day at your school, but in all instances, widespread participation is encouraged. By practicing now, students will be more inclined and prepared to participate in the voting process in the future.

Here is a list of items you will need for your Student Vote Day:

- ☑ **Ballot boxes**
- ☑ **Voting screens**
- ☑ **Ballots**
- ☑ **Statement of Votes (reporting form)**

You may wish to use your own seals or tape for securing the ballot boxes to ensure they are not tampered with during the voting process.

Designated Student Vote Days

The official Student Vote Days for the 2022 British Columbia local elections will be Thursday, October 13 and Friday, October 14.

If one of these designated Student Vote Days does not fit with your schedule, we encourage you to hold your vote in advance.

All results must be reported by 5:00pm PST on Friday, October 14. Please refer to the *Confidentiality Note* regarding results found on page 15.

Adhering to the reporting deadline is necessary in order for CIVIX to include your school's totals in the preliminary results shared on election night.

Schools that report their results after the deadline will be included in the final tallies shared in the days following voting day.
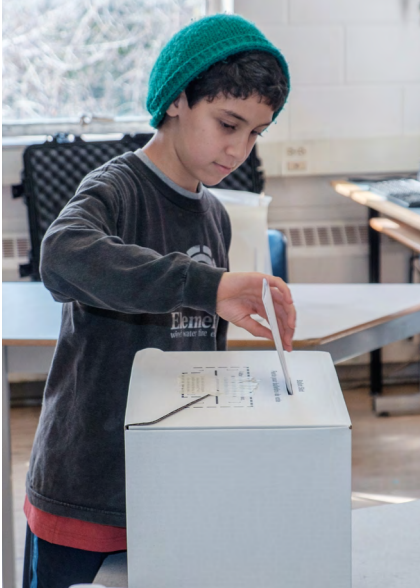
Voting Methods

The following voting methods have been designed to assist in the organization of your vote. You may choose to use one or more of these suggestions or develop another method that works for your school.

Method A: VOTE BY CLASSROOM (stationary voting scenario)

Teachers take their classes to the voting station at pre-set times throughout the day. An arrangement in which classes are called down by class or grade is suggested to ensure that students do not have the opportunity to vote more than once. When students arrive at the voting station, designated election officials instruct them on where to line up to cast a ballot. This method of voting allows for an authentic experience of visiting a voting station. Consider offering additional voting booths in order to process the number of students in the time allotted. Alternatively, consider arranging for classes to vote over a number of days so that all students have the opportunity to participate.

Method B: VOTING ON OWN TIME (stationary voting scenario)

The voting station is open all day, and students are only able to vote on their own time. When students arrive at the voting station, designated election officials tell them where to line up to cast a ballot. While it is the most authentic, this method of voting often leads to a lower voter turnout and a surge of voters in short periods, such as between classes and during lunch. Consider offering more voting booths in order to be prepared for high voter traffic.

Method C: HOMEROOM VOTING (in-class voting scenario)

Before the school day begins, distribute ballots to all participating teachers and classrooms. At the beginning of homeroom class, each teacher hands out the ballots to students in their class. Students vote immediately, and the teacher collects the ballots shortly thereafter. Designated election officials collect the ballots from each class before the end of the period, using either a ballot box or envelope. All ballot boxes and/or envelopes are then taken to a secure room, where the ballots can be counted immediately or later in the day. This method makes voting very quick and easy, as it is completed in just a few minutes at the start of the day. However, Student Voters do not get the authentic experience of visiting a voting station. Consider providing an alternative voting option for students who do not have homeroom at the beginning of the day.

Method D: MOBILE VOTING STATION (in-class voting scenario)

During the first period of the day, designated election officials take mobile voting stations from classroom to classroom. Generally, this method works well with three election officials per group: one voting officer and two voting clerks. When every class has had an opportunity to vote, all ballot boxes are taken to a secure room, where the ballots can be counted immediately or later in the day. This method of voting eliminates long lines, delays, and the disruption caused by moving an entire class to a new location. Plan ahead so that there are enough mobile voting stations for all students to participate within one period of the day. It is suggested that you allow approximately 15 minutes for the mobile voting station to visit each classroom.

Layout of a Voting Station

If your school chooses to use a stationary voting station for multiple classes, we recommend that you select a spacious, accessible, and visible location such as a library, empty classroom, gym, or cafeteria. You can also consider outdoor locations, weather permitting. Make sure the location is well-known and students are informed of the location before Student Vote Day. Where circumstances allow, we suggest the following layout to process a maximum number of students quickly for optimum efficiency.

- Set up desks or tables in a 'U' shape around the perimeter.
- Seat the voting clerks along one side to process voters and distribute ballots as they enter.
- Voting booths are situated on the next bank of desks/tables. Voters go behind the voting screen or desk and mark their ballot.
- Once they have voted, students take their ballot to the tables/desks lining the third side, where voting clerks verify the ballots and monitor the ballot boxes.
- The entrance should be along the fourth 'empty' side, where there are no tables, to allow easy access and queuing without disrupting the flow of students between tables.

Voting clerks checking off the voters list   **START**   **FINISH**   **Voting clerks monitoring the ballot boxes**
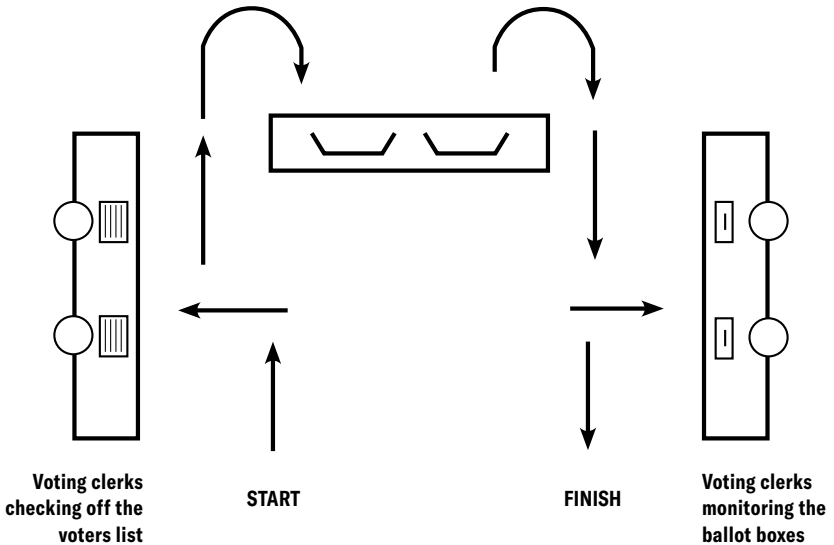
Suggested Guidelines

Roles for Student Vote Day

We strongly encourage students to take on the roles of election officials so that they have a greater experience of the election process. Below is a summary of possible roles inspired by official roles in the local elections.

- **Voting officers** (VOs) are the officials responsible for conducting the student election and counting the votes. They are the only officials allowed to handle the ballots during the counting process.

- **Voting clerks** (VCs) are the individuals who staff the voting place. They are responsible for crossing voters off the voters list, distributing ballots and collecting ballots. When the voting process is complete, the voting clerks assist the voting officers by totaling the ballots counted and filling in the vote tally sheet.

- **Scrutineers** are generally individuals appointed by a candidate to act as an observer of the election process on voting day. In the case of the Student Vote program, the Team Leader can appoint a scrutineer for each candidate. Scrutineers may also be present when ballots are counted, but they may not handle the ballots in any way.

- **The Student Vote Team Leader** (a teacher) is the official liaison between the school and CIVIX and is in charge of overseeing the entire process.

If you proceed with having students take on the roles of poll officials, consider providing identification badges (refer to page 18 for templates).

Creating and Using a Voters List

A voters list is recommended when using a stationary voting scenario to provide authenticity and to ensure that students do not vote multiple times. A voters list is also an option for in-class voting scenarios.

This list will include the names of all students. This list can usually be provided from the main office upon request of a staff member. An extra copy of the class attendance sheet is a simple way to create the voters list for each class.

As with an actual voters list, when a student enters the voting station and/or is handed a ballot, the voting clerk will cross off the name of the student to indicate that they have participated in the election.

Ballots

The Student Vote ballots will include all of the candidates running for various positions in your local elections (e.g., mayor, councillor, electoral area directors, school trustees, park board commissioners). The ballots are designed for each municipality, so you will need to provide guidance about which school trustees students are eligible to vote for, when wards are present.

Contact CIVIX immediately if you believe you received the wrong ballots or there is an error.

It is strongly recommended that the Team Leader (or an appointed voting officer) initial the reverse side of each ballot before the commencement of Student Vote Day. This helps to validate the official Student Vote ballots for your school and ensure a secure voting process.

Student Vote Election Requirements

Regardless of the voting method you select, the following is a list of requirements for Student Vote Day.

Before You Begin

- No campaign materials are permitted in the voting station or on those who work at the polls. This rule is to ensure a completely impartial environment.

Preparing the Ballot Box

- Once the ballot box is folded together, the voting officer will show the inside of the empty box to the voting clerks and scrutineers so that all of the election officials can verify that the box is empty;
- Next, the ballot box will be sealed using seals or tape (optional);
- The seals or tape will be initialed by the Team Leader to show that they have authorized the ballot box for use.

Receiving a Ballot at the Poll

- When a voter requests a ballot at the voting station, the voting clerk will fold a ballot into thirds, thereby concealing the side with the candidates' names from observers;
- The voting clerk will verify that the ballot has been initialed by the Team Leader (or appointed VO) and will hand the folded ballot to the voter;
- The voter will take the ballot behind a voting screen to unfold the ballot in private, mark the ballot as they choose, and refold the ballot before leaving the voting booth;
- The voter will take the marked ballot to the voting clerk monitoring the ballot box;
- Without unfolding the ballot, the voting clerk will verify that the Team Leader's initials are visible on the ballot;
- Once verified by the election official, the voter will put the ballot in the ballot box;
- If a voter tears a ballot or makes a mistake on their ballot, the voter may return the ballot to the voting clerk and request a new one. The first ballot will be declared a spoiled ballot, and the voting clerk will write "spoiled" on the back of the ballot and keep it to the side.

Counting the Ballots

- If using seals/tape, the Team Leader will verify that each ballot box is still sealed by the seals or tape that they initialed before the polls opened and that neither the box nor the seal has been tampered with;

- The tape will be broken by the voting officers, who will open the box to count the ballots;

- Scrutineers may be present to observe that the process is completed fairly.

- Each race should be reviewed and counted separately (e.g., mayor, councillor). The votes should be counted as valid or rejected.

    VALID: The ballot will be counted if the choice or choices are clear and marked for the correct number of candidates (or fewer).

    REJECTED: A ballot is declared rejected by the voting officer because it was not properly marked and the voter's intention is not clear. One ballot section may be declared valid and another section rejected (page 12).

- Due to the composition of municipality ballots and the number of races, we suggest that you review and count one race at a time. Once all the ballots have been tallied for one race, you can move on to the next. The counting process will take longer than that for provincial or federal elections.

- Any questionable ballots will be left to the Team Leader to categorize according to the criteria describing a properly marked ballot;

- Ballots will not be counted again unless the Team Leader orders a recount to confirm the totals;

- Consider using a Tally Sheet to assist in the tabulation of votes (page 20).

Statement of Votes

- The Statement of Votes is an accounting of the ballots for Student Vote Day at your school;

- This accounting includes the number of valid votes and rejected ballots for each applicable race;

- The Team Leader will verify the results and sign off on the form;

- This form will constitute the official results of the election at your school.

TEACHER NOTE

Please keep the Statement of Votes form for one month after the Student Vote parallel election in case your results need to be confirmed by CIVIX.

Properly Marked Ballots

Valid Votes

To be counted for a candidate, a ballot must clearly indicate the voter's choice(s). A voter may mark their ballot in any way that they want in the circle next to the name of the candidate.

The following examples have been provided to demonstrate a properly marked ballot:

- The voter uses a checkmark;
- The voter marks an X;
- The voter uses another type of mark;
- The voter shades the circle.

Please note that students may vote for more than one candidate if there is more than one person elected in a given race. For example, if five councillors are elected at-large, students can vote for up to five candidates.

BRODY BLUE Apple Party / parti Pomme ✓	**BRODY BLUE** Apple Party / parti Pomme ◯
TONY TEAL Banana Party / parti Banane ◯	**TONY TEAL** Banana Party / parti Banane ◯
VERONICA VIOLET Pear Party / parti Poire ◯	**VERONICA VIOLET** Pear Party / parti Poire ✗
YASMIN YELLOW Independent / Indépendent ◯	**YASMIN YELLOW** Independent / Indépendent ◯

BRODY BLUE Apple Party / parti Pomme ◯	**BRODY BLUE** Apple Party / parti Pomme ●
TONY TEAL Banana Party / parti Banane ◯	**TONY TEAL** Banana Party / parti Banane ◯
VERONICA VIOLET Pear Party / parti Poire ◯	**VERONICA VIOLET** Pear Party / parti Poire ◯
YASMIN YELLOW Independent / Indépendent ⦸	**YASMIN YELLOW** Independent / Indépendent ◯

Rejected Ballot

A ballot will not be counted towards any candidate when it does not clearly indicate the voter's choice(s).

The following examples have been provided to demonstrate a rejected ballot:

- The voter marks for more candidates than are being elected per office (e.g., the voter selects two candidates, but only one candidate is elected). This applies even if different symbols are used for different candidates, such as a checkmark for one candidate and an 'X' for another;

- The voter marks the ballot in a way that identifies themselves;

- The voter leaves the ballot blank.

BRODY BLUE Apple Party / parti Pomme ①	**BRODY BLUE** Apple Party / parti Pomme ◯
TONY TEAL Banana Party / parti Banane ②	**TONY TEAL** Banana Party / parti Banane ◯
VERONICA VIOLET Pear Party / parti Poire ③	**VERONICA VIOLET** Pear Party / parti Poire ◯
YASMIN YELLOW Independent / Indépendent ④	**YASMIN YELLOW** Independent / Indépendent ◯

BRODY BLUE Apple Party / parti Pomme ◯	**BRODY BLUE** Apple Party / parti Pomme ◯
TONY TEAL Banana Party / parti Banane ◯	**TONY TEAL** Banana Party / parti Banane ◯
VERONICA VIOLET Pear Party / parti Poire ◯	**VERONICA VIOLET** Pear Party / parti Poire *Bob* ◯
YASMIN YELLOW Independent / Indépendent ◯	**YASMIN YELLOW** Independent / Indépendent ◯

Reporting Results

Step 1: Select your method of reporting

(A) **Report by phone**

Contact the CIVIX team at 1-866-488-8775 to report your school's results.

(B) **Report online**

Please visit www.studentvote.ca/vote/bclocal2022 and follow the prompts to submit your results

Step 2: Enter/provide your School ID and Poll Code

Your school ID and poll code are located on your Statement of Votes form. They will allow you or a CIVIX team member to access your school and local election information.

Step 3: Report your results

Report the results of your parallel election using the Statement of Votes form and an extra ballot for reference. Please review the definitions on page 11.

CONFIDENTIALITY NOTE:

We require that you and your students keep your school's Student Vote results confidential until the official polls close on voting day.

This confidentiality is very important to ensure that Student Vote results are released at the appropriate time and do not interfere with the local elections in any way. There has been some concern that an early release of results could influence voting decisions by electors.

Any school that releases the results of its election early will be removed from the Student Vote tallies and will be indefinitely suspended from participating in future programs.

Media Relations

While it is not necessary to contact the media regarding your Student Vote Day, media engagement is an option that you may wish to consider. Always remember to consult your school district or administration's policy regarding members of the media on school property.

Media outlets may be interested in publishing photos of your Student Vote Day or setting up interviews with you or your students. If you are interested in media attention for you and your students, please contact the CIVIX team to be put on a list of schools for media requests. You can contact CIVIX via email at **hello@civix.ca** or by phone at 1-866-488-8775.

Alternatively, you and your students can contact members of the media and make your own arrangements:

- Consider developing a working relationship early on – reporters tend to enjoy tracking the progress of one school or class in their community;
- Consider asking editorial staff to print articles or op-ed pieces written by students.
- Offer to share your own high-resolution photos or videos for publication.

We recommend keeping CIVIX aware of all of your media activities. Always ensure media releases have been signed in advance by any students (or their parents/guardians) in the photos.

Please remember that no matter how close a relationship you form with the media, you cannot divulge the results of your school's election before the close of the official polls.

Voter ID Templates

VOTER IDENTIFICATION

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____

VOTER ID CARD

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____

Election Official Badges

VOTING OFFICER

NAME _____

STUDENT VOTE ☑
2022 Local Elections
BRITISH COLUMBIA

VOTING CLERK

NAME _____

STUDENT VOTE ☑
2022 Local Elections
BRITISH COLUMBIA

SCRUTINEER

NAME _____

CANDIDATE NAME _____

SCRUTINEER

NAME _____

CANDIDATE NAME _____

Tally Sheet

5					5					5					5				
10					10					10					10				
15					15					15					15				
20					20					20					20				
25					25					25					25				
30					30					30					30				
35					35					35					35				
40					40					40					40				
45					45					45					45				
50					50					50					50				
55					55					55					55				
60					60					60					60				
65					65					65					65				
70					70					70					70				
75					75					75					75				
80					80					80					80				
85					85					85					85				
90					90					90					90				
95					95					95					95				
100					100					100					100				
105					105					105					105				
110					110					110					110				
115					115					115					115				
120					120					120					120				
125					125					125					125				
130					130					130					130				
135					135					135					135				
140					140					140					140				
145					145					145					145				
150					150					150					150				
155					155					155					155				
160					160					160					160				
165					165					165					165				
170					170					170					170				
175					175					175					175				
180					180					180					180				
185					185					185					185				
190					190					190					190				
195					195					195					195				
200					200					200					200				